



# NON-APPROPRIATED FUND

## JOB OPPORTUNITIES

**REOPENING OF VACANCY ANNOUNCEMENT: APPLICANTS WHO HAD PREVIOUSLY APPLIED FOR THIS VACANCY MAY BE AUTOMATICALLY CONSIDERED AND NEED NOT REAPPLY.**

OPENING DATE: **26 November 2003**

CLOSING DATE: **Open until filled**

POSITION TITLE:

**COOK**

SERIES AND GRADE:

**NA-7404-06**

RATE OF PAY:

**\$9.97 per hour**

LOCATION:

**School Age Services**

APPOINTMENT CATEGORY:

**Regular Part-time**

ANNOUNCEMENT NUMBER:

**N03-055**

NONAPPROPRIATED FUND OFFICE:

**(913)684-2747**

**SUMMARY OF DUTIES:** Prepares food or breakfast, lunches and snacks for approximately 450 children per day. Food preparation includes boiling, baking, sautéing, and roasting. Foods prepared are from a combination of packaged mixes and from scratch recipes. Provides appropriate substitutes for children who are medically unable to eat foods on the program. Receives and stores all food. Maintains inventory of food on hand and ensures sufficient quantities are on hand to execute the menu in sufficient proportions to CACFP guidelines. Maintains records of supplies used per meal/snack. Cleans and maintains in a sanitary condition all equipment and work areas, sweeps and mops floors, washes utensils, tables and refrigerators; cleans ovens and ranges, and assures the maintenance of high standards of cleanliness at all times.

**PHYSICAL EFFORT:** Constant standing and walking is required as well as frequent lifting or moving of objects weighing up to 40 pounds and occasionally lifting over 40 pounds.

**WORKING CONDITIONS:** Work area is often hot, steamy and noisy.

**CONDITIONS OF EMPLOYMENT:** Completion of a satisfactory Local Agency Check. Must possess a valid driver's license.

**QUALIFICATION REQUIREMENTS:** 1) Ability to do the work without more than normal supervision; 2) Knowledge of work practices (includes keeping things neat, clean, and in order); 3) Knowledge of technical practices; 4) Ability to interpret instructions; 5) Ability to use and maintain tools and equipment; 6) Knowledge of materials; and 7) Ability to operate with dexterity and safety.

**Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.**